

Procedure 1. MTS procedure for new non member tenant selection

Related policy - Tenant Selection (3.4)

1) Letters received from applicants inform MTS of interest in Merz co-op. MTS records dates of letters received.

2) MTS responds, invites potential applicant to register with CHCR if not already registered. This is done by filling in a form available at the following webpage, providing identity and income documents and posting them to Housing SA:

<https://www.sa.gov.au/topics/housing/public-and-community-housing/register-for-public-and-community-housing/registering-for-public-housing>

It is vital that the applicant identifies as an artist in the ‘skills’ checkboxes on their application or they will not be eligible to join Merz from the CHCR register.

When vacancy is imminent:

3) Each upcoming imminent vacancy should be recorded and published by MTS in the MTS minutes or at the CoM minutes whichever meeting is more appropriate regarding the timing of the vacancy notification. If there are applicants for internal transfer (having a form lodged with MTS), such transfers shall be negotiated before non-member tenants are considered for a property. If there are more than one members requesting to move to a property, these are prioritised by need (and, if necessary, by date of form received).

4) Internal transfer is to be requested by using the appropriate form (“Application For Re-Housing In An Alternate Dwelling” which for long-standing requests must be re-submitted by the tenant each co-op year – i.e. following the co-op AGM). Member tenants who leave a joint tenancy household but who wish to be considered for future housing may be re-housed in this way. All *Application For Re-Housing...* forms must have been received by MTS **before MTS vacancy procedures are commenced.**

New Tenant Selection:

5) If letters of application have been received and the applicants are registered on the CHCR, then those applicants deemed appropriate by MTS should be 'short listed' on the CHCR and invited to attend an interview/information session.

If no letters of application have been received then the Committee of Management may be asked how many applicants may be included in a shortlist from the CHCR.

ALL applicants must :

- be on the CHCR
- write a letter of application
- provide a short (one page) CV, suitable for publishing in the newsletter
- supply a rent reference
- attend an interview

The CV should provide details of relevant involvement in the arts; and other organisational and work experiences that would be relevant to the knowledge, skills and attributes required to function as a member of the co-operative.

6) In the interview/information session the MTS committee will provide information about the co-operative, the requirements of tenancy, the membership application process, the requirements of membership, and if necessary obtain further details from registrants. Interviews will be conducted by at least two members of the MTS committee (as per policy 3.4.1.)

Applicants should be interviewed and assessed as regards their skills / community involvement / personality / & artistic credentials. The interview should be recorded using the *Applicant Interview* sheet and *Applicant – Recommend* sheets as developed by MTS.

After the interviews applicants are to be assessed/screened for suitability by the MTS committee.

7) Suitable applicants CVs are published in the newsletter prior to them attending a CoM meeting.

The general membership meets/interviews the applicants at the commencement of the CoM meeting, after which the applicants are asked to leave and the meeting opened for discussion as regards to suitability/concerns (3.4.1).

8) Members then have 14 days following the CoM meeting to write to MTS regarding the applicants. If any member (with provided reason) objects to any of the candidates then that candidate will be considered unfavourably. If members write in support of candidates then that candidate may be favoured above another candidate, especially where neighbours of the candidate are concerned (3.4.1). Non member tenants may also write letters of support or objection as described above.

9) MTS considers the information at hand (including letters received from members) and decides upon a recommendation to the CoM for tenancy (3.4.1).

The MTS committee must ensure that the proposed tenancy is compliant with Policy 3.8 Pets, before the recommendation is put to the COM for tenancy.

The person deemed most suitable will be provided with details of the vacant property and asked if they wish to accept the offer (conditional on the CoM decision). If this offer is rejected by the person(s) the next most suitable person(s) is offered the property and so on until the offer is accepted.

10) The MTS recommendation is presented as a motion at the next CoM meeting, which constitutes the final decision on tenancy.

11) Successful registrants must be informed of the decision in writing. Successful registrants will be initially offered a 6 month fixed term lease on the vacant property(s) and be referred to as a non-member tenant (3.4.1). At the point of offering tenancy, registrant's eligibility should be re-assessed (as per 3.4.1).

12) After the successful applicant is housed, MTS may keep other preferred candidates on a 'waiting list' for housing in the event that other properties become vacant in the near future.

Additional notes (from Policy 3.4.1)

Only Member Tenants will be involved in the process of short listing of Registrants.

The MTS Subcommittee will assess all Registrants short listed from the Community Housing Customer Register managed by Housing SA.

In addition to the criteria already set down in the Tenant Selection Bylaw, the MTS Subcommittee has the authority to decide which additional Search Fields in the Community Housing Customer Register it will use to best match the skills and knowledge need by the Co-operative at that time.

Registrants who cannot provide suitable referees will not be considered for Tenancy.

The Co-operative will reassess a Registrant's eligibility, including requiring current proof of eligibility, at the point of offering tenancy. If the Registrant, upon reassessment of eligibility, is found to be ineligible, the offer of tenancy will be withdrawn and the tenant selection process will be restarted or the next most suitable registrant will be offered tenancy.

All decisions in relation to tenancy selection will be clearly documented. All information supplied by Registrants will be kept strictly confidential in accordance with Merz's Privacy, Confidentiality and Personal Information Policies.

The final decision about who will be offered Tenancy will be made by the CoM.

Version history

- ✚ V3. Motion 2017-12-18-GM-4: to include non-member tenants in the feedback process of member selection procedure
- ✚ V2. Created 30/05/2017 Updated procedure 1 to reflect the new process for applicants to get on the CHCR, and to remove the references to the ICH course which no longer exists. Updated on advice from JVB.
- ✚ V1. Created 2/1/2017 MTS procedure accepted - by CoM vote Nov 2016